



**Town of Arlington, Massachusetts**  
**730 Massachusetts Ave., Arlington, MA 02476**  
**Phone: 781-316-3000**

**webmaster@town.arlington.ma.us**

## 03/19/2013 Minutes

Arlington Master Plan Advisory Committee

Minutes: March 19, 2013, 7:00 – 9:00pm

Approved April 4, 2013

Selectmen's Hearing Room, Town Hall, 2nd Floor

Reconvened in the Town Manager's Conference Room due to room conditions

Members present: Eric Bourassa, Sheri Baron, Charles Kalauskas, Bob Radochia, Harris Band, Pam Heidell, Carol Svenson; Joe Barr participated via phone link.

Members absent: Ann LeRoyer, Greg Bowe, and Monica Tibbits

Also present: Consultants Judi Barrett and Ezra Glenn of Community Opportunities Group; Christine Scypinski (ARB), Steve Byrne (BoS); Dir. Carol Kowalski, Laura Wiener and Joey Glushko of the Planning Dept.

Introduction of consultants: Judi Barrett and Ezra Glenn of Community Opportunities Group

Committee members introduced themselves and highlighted what has brought them to the committee – including how long each has been a resident of Arlington; residencies ranged from 4 yrs – 72 yrs!

Action: For the consultants, Carol Kowalski will make available the "Call for Interested Parties" and all the responses, as well as the representation of the community offered by the selected committee membership.

Committee responses to selected questions: Two questions were sent to the committee, seeking their considered response:

1. What do you consider your role/responsibilities?
2. Looking back, what will you see as "success"?

Carol read responses from those who replied via e-mail; these included comments from Eric, Bob, Monica, Ann, Pam and Charles. Round-table discussion highlighted the need for adequate and extensive outreach to the community by this group – for reporting on status, but also for gaining input – especially from those who are not traditionally engaged or participating. Measure of success for the plan should be broad support, achievable, fiscally do-able, and see implementation – both short and longer term.

Master Plan Work Schedule: Judi Barrett presented a master plan schedule for the process we are undertaking (see attached); notice the elements which will be considered in the plan, and the tasks which will lead to working papers/options for each element. She proposes a late spring event – followup to the October (2012) World Café – to maintain public interest in this planning process. Public participation and data collection and assessment will occur through Sept. 2013; though Judi anticipates fall involvement of the schools in this process. The working papers should start to emerge in winter/spring 2014.

Action: Committee members should start developing "stakeholder" lists of individuals, groups, businesses,

gathering locations, etc. from which input will be sought via individual and group interviews.

Action: Consider where, when, and “type” of event to have in the late spring. Submit ideas at next meeting.

Boundary Exercise with Map: Judi presented a large map of Arlington. All gathered around to “mark-up” where neighborhoods were located. In addition to the town named locales (like Kelwyn Manor, or Poets’ Corner, or Turkey Hill, etc), we acknowledged that other neighbor-hoods are identified by school districts, precincts, and business areas.

Presentation of Operating Protocols: (see handout) The operating protocols for the committee were handed out.

Action: Review operating protocols for April meeting.

Action: Selection/appointment of co-chairs for the committee

Scheduling Public Outreach and Input: Judi Barrett will discuss outreach options and scheduling with the Town’s Public information Officer;

Action: Judi Barrett will report on this discussion at the April meeting.

Next Steps and Future meeting dates: The schedule of meetings for the Master Plan Advisory Committee will be changed to reflect consultant availability; meetings will be the first Thursday of each month (April 4, May 2, June 6). The location is yet to be determined.

Next steps focus on “getting the word out” – including preparation of a handout for Town Meeting; presenting a short report to Town Meeting; spring event.

Public Comment: A question was raised about involvement of property owners and business owners, especially those along Mass. Ave., who may not be Arlington residents but are integral partners in the community; Planning Dir. Carol Kowalski commented that an effort is already underway to reach out to them.

The meeting adjourned at 9:02 pm.

Submitted by Joey Glushko